

Progress Report Form

Stormwater Action Monitoring: Effectiveness Studies Mobile Business Stormwater Source Control and Coordination

Send progress report to: Brandi Lubliner
Department of Ecology
PO Box 47600
Olympia, WA 98504-7600

1. General Information

Contract Agreement Number:	C2100090
Project Title:	Mobile Business Stormwater Source Control and Coordination
Organization:	King County and Aspect Consulting
Project Manager:	Alison Schweitzer and Todd Hunsdorfer (King County)
Reporting Period:	Quarter 4, 2022: October 1 to December 31, 2022
Date this Form was Completed:	1/5/2023

2. Description of Achievements for Quarter 4, 2022: October 1 to December 31, 2022

Task 1: Technical Advisory Committee and Project Management

Percent of Task Completed:	49%
Deliverable(s)	1A: TAC Meeting #3 (completed) 1B: Q2 2022 Progress Report (completed)
Description of your Achievements:	Planned for and held TAC meeting #3 on October 27 Progress report and invoice for Q3 2022 Project management, budget tracking, and team coordination

Task 2: Survey of Municipal Mobile Business Source Control

Percent of Task Completed:	100%
Deliverable(s)	None this period
Description of your Achievements:	Task complete

Task 3: Business Listing Generation

Percent of Task Completed:	100%
Deliverable(s)	3A: Draft Business Listing Memorandum (completed) 3B: Final Business Listing Memorandum (completed)
Description of your Achievements:	Completed draft Business Listing memorandum and transmitted to TAC on Oct 25 for initial review prior to TAC meeting Transmitted revised draft memorandum to TAC and Ecology for review on Dec 5 Revised draft memorandum per TAC and Ecology comments Transmitted final Business Listing memorandum on Dec 29

Task 4: Analysis of Permittee IDDE Data on Mobile Businesses

Percent of Task Completed:	100%
Deliverable(s)	None this period
Description of your Achievements:	Task complete

Task 5: Best Practices Guidance Document for Multi-Jurisdiction Coordination

Percent of Task Completed:	16%
Deliverable(s)	5A Draft Best Practices Guidance document (in progress)

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Description of your Achievements: Continued preparing draft Best Practices Guidance document
Shared initial draft of document with TAC for initial feedback

Task 6: Mobile Business Source Control Pilot Program in King County

Percent of Task Completed: 4%

Deliverable(s) 6A Pilot Program Plan (in progress)
6B Mobile Business Outreach Materials (in progress)

Description of your Achievements: Began work preparing Pilot Program Plan
Provided annotated outline of Pilot Program Plan to King County for initial review and feedback (the County used the outline to prepare and give a presentation to the BIG group on Dec 13)
Began preparing outreach materials for mobile businesses based on TAC feedback on the topics proposed in the Best Practices Guidance document

Task 7: Communication Plan

Percent of Task Completed: 14%

Deliverable(s) 7A Schedule (completed)

Description of your Achievements: Updated the Study schedule as planned
Transmitted updated schedule on December 30

4. Potential Future Challenges to Performance (time delays, staff changes, etc.):

A couple of tasks have experienced short delays, but the Study is overall on schedule for completion by February 2024 as planned.

5. General Comments:

6. List the cumulative totals for all "outputs" (numerically measurable accomplishments) under this contract to date:

1A: TAC agendas and minutes: TAC meeting 1, TAC meeting 2, TAC meeting 3
1B: Quarterly progress reports: Q1 2022, Q2 2022, Q3 2022
2A: Draft survey
2B: Final survey
2C: Survey technical memorandum
3A: Draft Business Listing Memorandum
3B: Final Business Listing Memorandum
4A: Draft IDDE report
4B: Final IDDE report
7A: Updated schedule
7D: Presentation to local group